

Virginia Department of Criminal Justice Services  
Private Security Services Advisory Board

May 12, 2021

**NOTE: This meeting was held by electronic means, via ZOOM meeting software, in response to the Governor’s Declaration of a State of Emergency due to Novel Coronavirus (COVID-19)**

**Member(s) Present**

Mr. Jagdish Katyal, Jr., Chairman  
Mr. Michael Ashley, Vice Chairman  
Mr. David Bourne  
Mr. Dave Killip  
Mr. Frank Kollmansperger  
Ms. Retha Marshall  
Mr. Christopher Mortensen  
Mr. Michael Niner

**Member(s) Absent**

Mr. Rodney Budd  
Mr. John Frazer  
Mr. Thomas Gallemore  
Mr. Charles Law  
Mr. Eric Pohland  
Mr. Frank Weaver, Jr.

**Public Attendance**

Ms. Courtney P.  
Ms. Lauren Sledzinski  
Ms. Lily Zarghami

**DCJS Staff Present**

Mr. Leon Baker, Division Director  
Ms. Anika Cleman, Licensing Mgr.  
Ms. Brenda Cardoza, Criminal  
History Specialist

**1. Meeting Called to Order/Roll Call:** Chairman Jagdish Katyal, Jr. called the meeting to order at 10:00 a.m. Chairman Katyal asked Ms. Cardoza to call roll. Ms. Cardoza advised that there was not a quorum of Board members to conduct business.

Chairman Katyal welcomed and congratulated new PSSAB member Ms. Retha “Marie Marshall to the PSSAB as the Armored Car Business Representative.

**2. Acceptance of Meeting Minutes:** There was not a quorum of Board members to vote.

**3. 1<sup>st</sup> Public Comment Period (2 minutes per speaker):** There were no public comments made.

**4. Board Member/Committee Reports:**

Mr. Michael Niner reported on Human Trafficking Training for registered Private Security

Personnel. Private Security Services Advisory Board's (PSSAB) mission is to improve and promote public safety in the Commonwealth. Over time the need for relevant security training minimum requirements needs updating for the wellbeing of the Commonwealth of Virginia and its residents, this report addresses an ongoing and pervasive issue of Human Trafficking within the Commonwealth of Virginia and what the Private Security industry can do to help identify the Indicators (Signs) of Human Trafficking and report to Law Enforcement.

It is recommended that all Virginia DCJS registrants receive human trafficking training by a mandated course curriculum requirement, this will ensure all areas where human trafficking occur can be addressed by professional security personnel that may be on site or in the immediate vicinity. Note: Facts vs. Myths can be counterproductive as students often remember the myths, it is recommended to only cover the Facts portion for better retention.

Training curriculum should include:

- I. Human Trafficking Awareness, Recognition and Response.
  - a. Purpose of training/Lesson objectives
  - b. Human Trafficking defined: D.C.J.S.
  - c. Relevant criminal codes
  - d. Types of human trafficking
    - i. Sex Trafficking
    - ii. Labor Trafficking
  - e. Facts (Minimum 5)
  - f. Indicators of Human Trafficking (Minimum 8)
  - g. What to do when there's possible trafficking.
  - h. National Human Trafficking hotline.

## **5. DCJS Report:**

Before providing the DCJS report, Mr. Leon Baker welcomed the newest member of the PSSAB, Ms. Retha "Marie" Marshall, who will serve as the armored car representative.

### PSSAB Vacancies

Unfortunately, we had no interest in the two vacancies we currently have for PSS Business Representatives providing security officers. The PSSAB will have additional potential vacancies starting in July 1, 2021 and September 1, 2021. They are: two (2) Private Investigator Representatives, three (3) Private Security Services Business (providing security officers, armed couriers, detector canine handlers or security canine handlers) Representatives. One (1) Locksmith Representative One (1) Law Enforcement Representative One (1) Electronic Security Business Representative

DCJS will be advertising for all of the vacancies in the near future. We hope that all of you who are eligible for reappointment will submit your applications. Mr. Baker thanked Mr. Dave Killip for his many years of service on the PSSAB.

### DCJS Staffing Update

Although most of the agency continues to work remotely, DCJS has begun the process of opening their offices. It has yet to be determined whether the majority of the Division Licensure and Regulatory Services will continue to work remotely. However, the goal is to continue providing the same quality service to our constituents whether we are working remotely or in the office.

### Online Credentialing Management System

As reported, there is still a very strong possibility that DCJS will have a new vendor and online system in place once the current vendor's contract expires. We are in the final stages of reaching an agreement with the vendor. We will continue to update you on the progress of this initiative.

### Legislation

The regular legislative cycle was just completed. It was a very light year for bills that required input from the Division of Licensure and Regulatory Services. In fact, DCJS only had to respond to one bill, which died in subcommittee. That bill would have required DCJS to license and regulate Charitable Bail Bond Organizations.

As previously reported, DCJS was seeking approval to begin regulatory action to amend the fee schedules of our six sets of regulations. On May 6, 2021, DCJS received approval from the Governor's office to proceed with the regulatory process. The Notice of Intended Regulatory Action (NOIRA) will be published in the Register in Volume 37, Issue 21 on 6/7/2021, which begins a 30-day public comment period that will close on 7/7/2021.

The six regulatory programs include the three Private Security Services regulations (Business, Training Schools and Individuals). The last significant fee amendments for these regulations occurred on June 12, 2003. The fee schedule for the SCOP program haven't been amended since they started on June 12, 2004. The Bail Bondsman program's fee schedule hasn't been amended since it began on July 1, 2005 and the Bail Enforcement Agent's fee schedule hasn't been amended since it began on February 20, 2006. For the most part the fees have only been amended to catch up with inflation.

DCJS' operation does not receive any General Fund money to operate (no tax dollars). The operation is completely funded by the fees collected from our regulatory and statutory programs. While we have taken great care not to raise fees unnecessarily, we are at the point where we are in dire need of additional operating funds. We have personnel, equipment, software, and database needs that must be met.

DCJS is looking forward to working with the PSSAB and our other constituents during this process. If you have not done so, you should join TownHall so that you can stay current of all announcements, stages and comments.

Mr. Baker ended the DCJS by opening the floor for any issues or concerns that Board members may have, or are hearing from their respective industry.

**7. Old Business:** There was continued discussion regarding DCJS providing updates on unlicensed activity. Someone from the DCJS adjudication section will attend a PSSAB meeting to provide an update and answer questions.

**8. New Business:** Unregistered activity on construction sites related to the electronic security business and how to identify when a contractor is conducting DCJS regulated business. Collaborating with other Board(s) to coordinate and better define when someone crosses over and falls within DCJS' purview. How to control and how to get firm enforcement to control and immediately issue cease and desist notice. In an effort to enforce compliance, DCJS is willing to work with other Boards, Associations, State agencies, Government agencies and, anybody putting out a contract, to ensure that they comply with applicable rules and regulations.

Reciprocity privileges granted by one State or Organization to another. Reciprocity is a very sticky situation because you are asking other State entities to grant you privileges in their State, every State has different requirements to meet some jurisdictions are hesitant to create reciprocal agreement. There is limited reciprocity regarding private investigators and armored car personnel with seven states.

**9. 2<sup>nd</sup> Public Comment Period (5 minutes per speaker):** There were no public comments made.

**10. Announcements/Board Member Remarks:** The next PSSAB meeting is Wednesday, August 4, 2021.

**11. Adjournment:** Chairman Jagdish Katyal adjourned the meeting at 11:44a.m.